Engage, Empower, Elevate Grant

Application Information and Guidelines

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Grant Application Deadlines

Completed applications must be submitted by March 11th of the calendar year.

Overview

The Engage, Empower, Elevate Grant was created by the City of Flagstaff Sustainability Section as a pilot program response to a twofold challenge in Flagstaff: the record high number of unsheltered community members and keeping Flagstaff litter free is an ongoing challenge. To address issues with litter, the Sustainability Section manages the Community Stewards Program, which supports volunteers who pick up trash throughout Flagstaff. One volunteer the program worked closely with is Stephen, a person experiencing homelessness. Stephen volunteered by picking up litter in the downtown area. The Community Stewards Program supplied Stephen with safety equipment, and he stopped in weekly to report his work to Sustainability staff. On one occasion, Stephen made a point to thank the Community Stewards Program for the opportunity to volunteer. He stated, "When I wear this volunteer vest, people see me. They say 'hello' and thank me for volunteering." This sparked the idea of working on a higher level with persons experiencing homelessness and Engage, Empower, Elevate was born. This grant will fund a project that provides employment opportunities to persons experiencing homelessness, or are at risk of homelessness, to abate litter in our community.

The Engage, Empower, Elevate Grant is funded through the City of Flagstaff Sustainability Office and the Community Stewards Program.

Grant Funds Available

A grant of up to $30,000 is available for one project. The grant is awarded through a competitive process. Funds are one-time funds and not guaranteed to be allocated annually.

Interested in Applying?

Please email marissa.molloy@flagstaffaz.gov with a statement of interest. While you may apply through the link on our website without submitting a statement of interest, those who send in a statement of interest will receive updates and answers to questions received from all parties via email. In addition, both the question and the answer will be posted in a document available on our website.

Engage, Empower, Elevate Project Guidelines

Eligible Applicants

1. Individuals, groups of individuals, community groups, educational groups, not-for-profit organizations (501C-3), and locally owned businesses whose projects provide social services to persons at risk of homelessness or experiencing homelessness and are within Flagstaff city limits are eligible to apply. Successful applicants are eligible for one grant award per fiscal year. Applicants must disclose any conflicts of interest.

2. Grants will NOT be awarded to political or partisan groups, exclusive clubs or associations, or applicants that discriminate based on race, color, religion, gender, age, non-disqualifying disability, national origin, or sexual orientation.

Requirements

1. Applicants are required to abide by all City, State, and Federal laws and regulations, including the City of Flagstaff's Minimum Wage Ordinance (Chapter 15-01).

2. All application materials will be considered public information.

3. Grant funding CANNOT be used for the following:
   - To purchase land or buildings
   - To match or augment City-funded projects
   - Personal expenses of persons employed in this pilot program
   - Organizational expenses not related to this grant

   Exceptions to this policy may be made solely at the discretion of Sustainability Staff.

Grant Awardees Agree To:

1. Disclose any conflicts of interest.

2. Meet with City staff within the first month of the project start date to review the project timeline and goals.

3. Have work completed within twelve (12) months of the grant being awarded, otherwise a formal justified extension must be requested.

4. Provide monthly reports of litter collection data including the number of participants paid, number of bags of trash and recycling collected, and number of hours worked.

5. Work cooperatively with the Community Stewards Program, reporting needs, successes, and challenges as they occur.

6. Provide a final report 30 days following the completed project, including photo or video documentation (a final report template will be provided).

7. Provide documentation of expenses; scanned copies of all expense receipts must be submitted (in PDF format).

8. Provide a project completion presentation to Flagstaff City Council after submitting the final

report. Presentations must highlight project accomplishments, new partnerships, project sustainability, and challenges/difficulties faced. Photos are encouraged.

9. Possess and maintain general liability insurance (minimum of $1 million general liability and $2 million aggregate) and workers' compensation to cover participants employed by this project. Documentation will be required before funding is dispersed.

10. Provide program participants with at least the minimum wage as outlined in the City of Flagstaff's Minimum Wage Ordinance (Chapter 15-01).

11. Take full responsibility for the project and project participants. The grant recipient is an independent entity in the performance of its activities and functions. The grant recipient and City are not and shall not be considered as joint ventures, partners, or agents of each other and neither shall have the power to bind or obligate the other.

12. Enter into a formal agreement with the City of Flagstaff before receiving grant funds that will outline grant recipient's responsibilities. A sample agreement will be posted on the City of Flagstaff Sustainability Office webpage and emailed to those who send in a statement of interest.

Engage, Empower, Elevate Project Objectives

Project Objectives for Engage, Empower, Elevate Projects

All projects should align with the following objectives.

- Employs and provides (at least) minimum wage work to people experiencing homelessness.
- Has a positive projected impact on litter reduction in Flagstaff.
- Builds community partnerships.

In the application, applicants must describe how each objective relates to the activities of the project.

NOTE: The City of Flagstaff Community Stewards Program will supply grant awardee with logistical information regarding litter hotspots and support efforts by supplying litter abatement safety equipment and litter clean up supplies.

Grant Evaluation Criteria

Each grant will be evaluated on the following Evaluation Criteria (total of 80 points):

1. Application clarity and completion: Does the applicant answer all application questions clearly and completely? Are all necessary appendices included? (5 points)

2. Feasibility of proposal budget and timeline: Is the project reasonable to complete within a 12-month period and with the requested funding? Are other supplemental funding sources discussed? (15 points)

3. Proposal involves equitable outreach in a meaningful way to historically underserved communities, diverse groups, or vulnerable populations: What innovative approaches will be taken to ensure equitable outreach and participation? (15 points)

4. Proposal provides participants information, networking opportunities, and links to other employment, housing, health, and resiliency resources: What resources will be provided and how will this information be provided? (15 points)

5. Awardee pays program participants in a timely fashion that fits their needs: How and when does the applicant plan to pay program participants? How will hours be logged to ensure adherence to the City of Flagstaff's Minimum Wage Ordinance? (15 points)

6. Proposal has a plan to address litter in the community: What is this project's estimated impact on litter? (10 points)

7. Proposal estimates an impact on the community beyond the life cycle of the grant: Describe how/whether the project might be maintained beyond the life of this grant and include these efforts in the project milestones. Will the project have a lasting impact on the community? (5 points)

Application Submission and Review

How to submit your application

1. Complete applications must be submitted by the closing date and time: March 11th by 5:00 pm. Applications will not be accepted after this time.

2. Applications are to be submitted via the Survey Monkey link, available on the City of Flagstaff Sustainability webpage.

3. **We strongly recommend that you review the required application materials in this packet and complete and save a copy of all questions / organize all additional documents to upload before beginning the Survey Monkey application.** You may copy and paste your responses into the required fields. This will avoid the potential for lost information due to connectivity issues.

4. An Application Checklist is provided in the following pages to assist with your application preparation.

Application Review Process

1. The grant review group will evaluate each proposal based on the Evaluation Criteria listed on Page 5. All grant applications will be reviewed in March and final decisions will take place by March 31st.

2. Sustainability Staff and the City reserve the right, solely at their discretion, to:
   - Refuse any grant application, in whole or in part, if the applicant is nonresponsive or inconsistent with grant goals.
   - Require additional information from the applicant prior to making a decision.

3. If the completed work does not meet the intent of the original project application and award of funds, the applicant will be required to return any funds disbursed.

4. Funding cannot be retroactive and will be dispersed 4-8 weeks after the award date.

5. Before receiving funds, the Grant recipient must enter into a Grant Agreement with the City of Flagstaff. A sample agreement will be posted on the City of Flagstaff Sustainability Office webpage and emailed to those who send in a statement of interest.

Successful applicants must submit a W-9 tax form (**click here** to download the form) to marissa.molloy@flagstaffaz.gov. Once submitted, applicants will receive grant funds in the form of a check between four and eight weeks later.

Support for Grant Writing

The Sustainability Office provides the following opportunities for support in the grant writing process. We strive for equity and inclusion.

Application Materials Information + Checklist

- The final pages of this application packet include detailed information about the application materials required for submission. This includes templates for required attachments, such as the budget table.
- Appendix A includes Grant Writing Tips for Success.
- Appendix B includes an application checklist – applicants should use the checklist to make sure their application is complete before submission.
- Applicants are encouraged to review the Evaluation Criteria on Page 6 and make sure their application addresses each criterion.

Online Resources

- Review these 7 steps for mastering grant writing.

Questions about your application?

- Please email marissa.molloy@flagstaffaz.gov or call 928-213-2152 with any inquiries. Both the question and the answer will be posted in a document available on our website and emailed to those who have sent in a statement of interest.

Engage, Empower, Elevate Grant Application

All application materials are described in detail here. **We strongly recommend that you complete this application in an offline program and save a copy for yourself**. You can then copy/paste your responses into the SurveyMonkey application link.

Summary of Project Information:

Project Title:

Contact Person:

Organization (if any):

Contact Address:

Email Address:

Telephone Number:

Project Physical Address:

Tax ID# (if an organization):

Please provide one or two sentences that describe the project:

Total Grant Amount Requested (not to exceed $30,000)

Project Narrative:

Be concise and clearly describe the proposed project.

- Describe the project and its goals + activities.

Equitable Outreach:

What innovative approaches will be taken to ensure equitable outreach and participation? How does this project involve members of historically underserved communities and/or diverse groups?

Resiliency Resources:

How will the program help educate participants about networking opportunities, employment, housing, health, or other resiliency resources will be provided? How will this information be provided?

Worker Compensation:

How will those experiencing homelessness or at risk of homelessness be employed in this

project? How and when will they be paid? How will hours be logged to ensure adherence to the City of Flagstaff's Minimum Wage Ordinance?

Litter Abatement:

What is this project's estimated impact on litter?

Community Partners:

List the individual(s), community groups, and not-for-profit organizations affiliated with the project and describe the responsibilities of each (3 partners requested).

- Describe which of the cooperating organization(s) have already agreed to participate in the project and provide contact information for a person from each organization.
- List organizations that you anticipate cooperating with but do not yet have a commitment from.

Previous Experience / Expected Challenges:

Briefly describe any expected challenges and how you anticipate overcoming these, including through previous experience. This should be one short paragraph.

Project Milestones and Timeline

Provide a list of project milestones with an approximate timeline for the next 12+ months. Include details necessary to accomplish each milestone.

Project Longevity

Describe how/whether the project might be maintained beyond the life of this grant and include these efforts in the project milestones. Will the project have a lasting impact on the community?

Other Project Details:

Provide any other details that are relevant to the project (ex: office location and ownership details if applicable, current staffing available to take on grant responsibilities, etc.)

Optional Upload:

Upload any relevant supporting documents or photos.

Detailed Budget and Budget Narrative:

Provide the total project budget in detail, specifying which aspects of the project are to be funded by the Engage, Empower, Elevate Grant and include any additional funding sources.

- The narrative should provide a general overview of how the grant funds would be used.
- Applicants should provide specific dollar amounts or, when appropriate, dollar estimates for materials needed or wages.
- Optional: Follow the budget template provided on the following page and upload the saved

file into the SurveyMonkey application. Type "see attachment" in the comment box if using this option.

Community References:

Include at least two independent references with the following information for each:

- Name
- Affiliation
- Occupation
- Phone
- Email

Optional – Letter(s) of Support:

Letters of support are optional. If your application includes letters of support, please compile your letters into one PDF and upload (file size limited to 16MB).

The online application will ask you to read the following statement and provide an electronic signature:

I have read and understood the information regarding my application for the Engage, Empower, Elevate Grant and I understand that the grant money is not a prize for personal profit or gain and is strictly for the project described. I further understand that the City of Flagstaff has the right to allocate and monitor the spending of the grant money, and when project is not being implemented in a manner consistent with the description provided in this application or do not proceed within the stated timetable, the City of Flagstaff reserves the right to request that the grant be refunded. I understand that recipients of these grants may be invited by the City of Flagstaff to participate in promotion and publicity of the project.

Appendix A: Tips for Success

- Read and follow the grant proposal directions carefully and give yourself time for questions. Many applicants need assistance, but do not leave themselves enough time.

- Review the Evaluation Criteria (this is how you will be scored) and Grant Application Checklist (this lists all of your application materials) before submission.

- Apply early and plan your project accordingly. The grant and project processes may take time.

- Ensure your included budget is clear and only includes allowable items.

- Be concise and organized. Staff and grant review group members read many applications.

- Contact the Flagstaff Sustainability Office (928-213-2152, Marissa.molloy@flagstaffaz.gov) with questions. Both the question and the answer will be posted in a document available on our website and emailed to those who have sent in a statement of interest.

Appendix B: Checklist of Required Application Materials

All application materials are described in detail above. Review this checklist before you submit. If you cannot check off the item, take a few notes about what is missing.

☐ Summary of Project Information

Notes:

_____

☐ Project Narrative

Notes:

_____

☐ Equitable Outreach

Notes:

_____

☐ Resiliency Resources

Notes:

_____

☐ Worker Compensation

Notes:

_____

☐ Litter Abatement

Notes:

_____

☐ Community partner information

Notes:

_____

☐ Previous experience / expected challenges

Notes:

_____

☐ Project milestones and timeline

Notes:

_____

☐ Project longevity

Notes:

_____

☐ Other project details

Notes:

_____

☐ Optional map or photos

Notes:

_____

☐ Detailed budget and budget narrative

Notes:

_____

☐ Community references

Notes:

_____

☐ Optional letters of support

Notes:

_____

Appendix C: Optional Budget Table

Copy/fill out and save as a separate document. Upload to your online application.

| BUDGET ITEM DESCRIPTION | COMPUTATION | | Quantity Type | TOTAL COST |
	$/Unit	Quantity		
Staff Time and Worker Compensation				
Supplies				
Other				
TOTAL FUNDS REQUESTED				
List additional funding sources below.				
TOTAL ESTIMATED PROJECT COSTS				